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निकोबार राजपत्र
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No. 196, Port Blair, Friday, July 9, 2010

ANDAMAN AND NICOBAR ADMINISTRATION
DIRECTORATE OF SOCIAL WELFARE

NOTIFICATION

Port Blair, dated the 9th July, 2010

No. 181/2010/F.No. 2-162/Estt/2009/SW.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Govt. of India, Ministry of Home Affairs, New Delhi, Notification No. 14/3/60-ANL dated 11th April, 1960, and in supersession of Notification No. 131/87/F.No. 10-12/78-TW dated 27th January, 1988, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to **Group 'C' post of Sales Girl, Daftry, Peon, Chowkidar/Watchman and Safaiwala** borne in the Establishment of the Directorate of Social Welfare, Andaman and Nicobar Administration, namely :—

1. SHORT TITLE AND COMMENCEMENT:-

- (i) These Rules may be called the Andaman and Nicobar Administration (Daftry, Peon, Chowkidar/Watchman and Sweeper in the Directorate of Social Welfare) Recruitment Rules, 2010.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POSTS, CLASSIFICATION AND SCALE OF PAY:-

The number of posts, their classification and Pay Band & Grade Pay/Scale of Pay attached thereto shall be as specified in Sl. Nos. 2 to 4 of the Schedule annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATION:-

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in Sl. Nos. 5 to 15 of the said Schedule.

4. DISQUALIFICATION:-

No person —

- (a) Who has entered into or contracted a marriage with a person, having a spouse living, or
 - (b) Who, having a spouse living has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWERS TO RELAX:-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provision of those rules with respect of any class or category of person.

6. SAVING:-

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Caste, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. General (Retd.) Bhopinder Singh
LIEUTENANT GOVERNOR,
 Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd/-
(R.K. Majhi)
Superintendent (JH)

SCHEDULE

**RECRUITMENT RULES FOR THE POST OF SALES GIRL OF THE DIRECTORATE
 OF SOCIAL WELFARE OF A & N ADMINISTRATION**

1.	Name of Post	Sales Girl
2.	No. of Post	1 (One)* 2010 *Subject to variation depending on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Scale of Pay	PB-1 Rs. 5200 - 20200 + Grade Pay Rs. 1900
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-38 years for female (Relaxable for Govt. servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) Note : The crucial date for determining the age limit shall be the closing date for receipt of application from candidates. In case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall be the last date upto which Employment Exchange is asked to submit the names
8.	Educational and other qualifications required for direct recruits	<u>Essential :</u> Must have passed in Senior School Certificate Examination (XIIth Std.) or equivalent from a recognized Board/University <u>Desirable :</u> 3 (three) years experience in sale department, cash handling, accounting and maintenance of Stock Register
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable

10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<p><u>Group 'C' DPC (for selection & confirmation)</u></p> <p>i) Director (SW), A&N Admn. - Chairman ii) Superintendent (Juvenile Home) - Member iii) Programme Officer, State Cell, ICDS - Member</p>
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to Schedule

Annexure**DUTIES AND RESPONSIBILITIES OF SALES GIRL**

1. Proper Maintenance of Sale Counter receiving of the finished products.
2. The individual products of Training cum Production Centre (TCPC) and Development of Women & Children in Rural Areas (DWCRA) Groups and Women SHGs.
3. Maintaining of Receipt Registers and Issue Registers and other necessary documents.
4. Deposit of revenue receipts to the Cashiers in time under supervision of the In-charge concerned.
5. Maintaining of Stock Register. Attending to any other works which are assigned to him/her by Director (SW), Port Blair.
6. In addition to above the Sales Girl shall perform all such duties, functions and responsibilities assigned by In-charge of TCPC and Director, Social Welfare from time to time.

SCHEDULE**RECRUITMENT RULES FOR THE POST OF DAFTRY OF THE DIRECTORATE
OF SOCIAL WELFARE OF A & N ADMINISTRATION**

1.	Name of post	Daftry
2.	No. of post	1 (One)* (2010) *Subject to variation depending on workload
3.	Classification	General Central Service Group 'C', Non-Gazetted, Ministerial
4.	Pay Band & Grade Pay/Scale of Pay	PB-1 Rs. 5200 - 20200 + Grade Pay Rs. 1800
5.	Whether selection post or non- selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-30 years for male 18-38 years for female (Relaxable for Govt. servants upto 5 years in accordance with the instructions and orders issued by the Central Govt.) Note : The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications from Candidates
8.	Educational and other qualifications required for direct recruits	Essential : Must have passed Secondary School Examination (Xth Std.) or equivalent from a recognized Board/ Institution Desirable : Having experience in stitching of file/ records and its maintenance
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Promotion : From amongst Peons of Social Welfare Dept. in the pay scale of PB-1 Rs. 5200-20200 with Grade Pay Rs. 1800 with 5 years regular service in the grade and having experience in stitching of file/records and its maintenance
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for promotion & confirmation) i) Director (SW), A&N Admn. - Chairman ii) Superintendent (Juvenile Home) - Member iii) Deputy Secretary (Law) - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to Schedule

JOB DESCRIPTION FOR THE POST OF DAFTRY

The following are the duties to be performed by a Daftry :-

- i. To be responsible for proper maintenance of records in the Section/Office.
- ii. To trace out old files/records as may be required by any member or staff in the Section/Office.
- iii. To verify the record/publications once in six months and report to the Section Officer/Branch Officer, if any file/publication are missing out for a considerable period.
- iv. To stitch/mend files/records/vouchers etc.
- v. To collect and distribute stationery to the members of the staff in the Section/Office under the supervision of Section Diarist.
- vi. To see that all files/other items on the tables in the section kept in place in a proper manner.
- vii. To ensure cleanliness in the Section/Office with the help of Peons/Safaiwala.
- viii. To keep proper account of the articles of furniture/electrical and electronic items available in the Section Office and any item is removed by other section for any specific purpose, he should ensure that the same is received back in the Section/Office and kept at proper place.
- ix. To attend half an hour earlier than the hour prescribed for the officer (i.e.) at 8:00 am.
- x. To attend to any other work which may be assigned to him by the Section Officer, Dealing Clerks and Diarist of the Section/Office.
- xi. In addition to above the Daftry shall perform all such duties, functions and responsibilities assigned by the Office Superintendent, Head of Office and Director, Social Welfare from time to time.

SCHEDULE**RECRUITMENT RULES FOR THE POST OF PEON OF THE DIRECTORATE
OF SOCIAL WELFARE OF A & N ADMINISTRATION**

1.	Name of post	Peon
2.	No. of post	9 (Nine)* (2010) *Subject to variation depending on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Ministerial
4.	Pay Band & Grade Pay/Scale of Pay	PB-1 Rs. 5200 - 20200 + Grade Pay Rs. 1800
5.	Whether selection post or non- selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-30 years for male 18-38 years for female (Relaxable for Govt. servants upto 5 years in accordance with the instructions and orders issued by the Central Govt.) Note : The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications from Candidates

8.	Educational and other qualifications required for direct recruits	<u>Essential :</u> Must have passed Secondary School Examination (Xth Std.) or equivalent from a recognized Board/ Institution <u>Desirable :</u> Ability to ride bicycle/motorcycle with licence.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<u>Group 'C' DPC (for selection & confirmation)</u> i) Director (SW), A&N Admn. - Chairman ii) Superintendent (Juvenile Home) - Member iii) Deputy Secretary (Law) - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to Schedule

Annexure**JOB DESCRIPTION FOR THE POST OF PEON**

1. A Peon is, for general purpose, an attendant and will work as directed by the Officer/Office in which works.
2. Should come to office not later than 8.00 am.
3. As soon as he comes to office, he should open the doors and windows, unless there are instructions to the contrary. He should dust the office tables, chairs, almirahs, windows, bookshelves, file cabinets and other furniture and keep the office rooms clean and tidy.
4. Should remove all wastes papers etc., for disposal as directed by the officer or the Section Officer or the Branch concerned.
5. **If he is attached to an officer:-**
 - (i) He should keep the pencils sharpened, put other articles like pin-cushion, pen, scissors, eraser, clips, desk calendar etc. in their proper places.
 - (ii) He should keep slips of paper within easy reach inside the room for use of his officer.
6. Should not leave the office without permission of the Section Officer under whom he works. If he is attached to an officer, he should not leave office before the officer has left or until he is permitted by the officer, concerned to leave early.
7. Before leaving office he should switch off all lights and close the doors and windows.
8. Should fill up the water jug, buckets etc. every morning and supply water to the officer or staff, whenever required.

9. Should know the description of stationery articles and various kinds of forms used in the office.
10. Should be very courteous and helpful towards members of the public visiting the office.
11. Should be polite and respectful towards all officers and staff.
12. Should attend to any other office work as may be required of him.

If he entrusted with DAK duties:-

13. Should have a general idea about the arrangement for receipt of local and postal dak.
14. Should know the priority involved in the movement of papers marked '**Immediate**' and '**Priority**' and act accordingly.
15. Should know the location of :-
 - (i) All important offices such as offices of Head of Department Officers, Central Government Offices etc.
 - (ii) Residence of officers and carry dak to the offices/officials concerned whenever required.
16. Should know the working hours of local Post and Telegraph Offices and Banks for attending to the business there as and when required.
17. Should not disclose the contents of the dak sent through him to any and deliver to the correct person.
18. Should not use the bicycle/motorcycle provided to him by the office other than office work and should not undertake any repair without any approval of his superiors.
19. To attend to any other work which may be assigned to him by the Section Officer, Dealing Clerks and Diarist of the Section/Office.
20. In addition to above the Peon shall perform all such duties, functions and responsibilities assigned by the Office Superintendent, Head of Office and Director, Social Welfare from time to time.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF CHOWKIDAR OF THE DIRECTORATE OF SOCIAL WELFARE OF A & N ADMINISTRATION

1.	Name of post	Chowkidar
2.	No. of post	10 (Ten)* (2010) *Subject to variation depending on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Ministerial
4.	Pay Band & Grade Pay/Scale of Pay	PB-1 Rs. 5200 - 20200 + Grade Pay Rs. 1800
5.	Whether selection post or non- selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-30 years for male 18-38 years for female (Relaxable for Govt. servants upto 5 years in accordance with the instructions and orders issued by Central Govt.) Note : The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications from candidates

8.	Educational and other qualifications required for direct recruits	Essential : Must have Passed Secondary School Examination (Xth Std.) from a recognized Board/ Institution Desirable : a) Training in basic and refresher course in Home Guard and Civil Defence b) Ability to ride bicycle/motorcycle with licence
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for selection & confirmation) i) Director (SW), A&N Admn. - Chairman ii) Superintendent (Juvenile Home) - Member iii) Assistant Secretary (GA) - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to Schedule

Annexure**JOB DESCRIPTION FOR THE POST OF CHOWKIDAR/WATCHMAN**

The following are the duties to be performed by a Chowkidar/Watchman:-

1. Responsible to watch and ward of office premises and surroundings.
2. Should close the office building doors, windows and switch off the lights, fans after office hours.
3. Responsible to fill the water tank installed in the office premises, if the water supply is after office hours.
4. Must remain on duty till relieved.
5. Should be courteous and polite with the public and alert in his duties & the officials.
6. Must attend to any other works which may be assigned to him by higher authorities.
7. In addition to above the Chowkidar/Watchman shall perform all such duties, functions and responsibilities assigned by the Campus Officer, Head of Office and Director, Social Welfare from time to time.

SCHEDULE**RECRUITMENT RULES FOR THE POST OF SAFAIWALA OF THE DIRECTORATE OF SOCIAL WELFARE OF A & N ADMINISTRATION**

1.	Name of post	Safaiwala
2.	No. of post	9 (Nine)* (2010) *Subject to variation depending on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Ministerial
4.	Pay Band & Grade Pay/Scale of Pay	PB-1 Rs. 5200 - 20200 + Grade Pay Rs. 1800
5.	Whether selection post or non- selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-30 years for male 18-38 years for female (Relaxable for Govt. servants upto 5 years in accordance with the instructions and orders issued by Central Govt.) Note : The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications from Candidates
8.	Educational and other qualifications required for direct recruits	<u>Essential :</u> Must have Passed Secondary School Examination (Xth Std.) from a recognized Board/ Institution
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% By direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<u>Group 'C' DPC (for selection & confirmation)</u> i) Director (SW), A&N Admn. - Chairman ii) Superintendent (Juvenile Home) - Member iii) Assistant Secretary (GA) - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to Schedule

Annexure

JOB DESCRIPTION FOR THE POST OF SWEEPER/SAFAIWALA

1. Responsible to clean/sweep the office premises, keep the surrounding of the office building as well as the drainage provided to the office building neat and clean.
2. He should clean the toilet daily and as and when required & ensure hygiene.
3. Should attend the office two hours before office hours for completing the cleaning works of lavatory blocks and the office premises.
4. Responsible to maintain accounts for cleaning materials supplied to him.
5. Must attend to any other works which may be assigned to him by his In-charge.
6. In addition to above the Sweeper/Safaiwala shall perform all such duties, functions and responsibilities assigned by the Campus Office, Head of Office and Director, Social Welfare from time to time.
